



PARKS AND RECREATION, DEPARTMENT OF **CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT CANCELLED**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	PARKS AND RECREATION, DEPARTMENT OF	RELEASE DATE:	Wednesday, March 10, 2010
POSITION TITLE:	CEA , Division Chief, Natural Resources Division	FINAL FILING DATE:	Friday, March 26, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 8,616.00 / Month	BULLETIN ID:	03092010_7

POSITION DESCRIPTION

This position will work under the direction of Deputy Director of Park Operations.

The Chief has system-wide responsibilities for natural resource management in the following areas: strategic planning, policy and guideline development, funded field programs, natural resource interpretation, information systems, environmental review compliance, coordination with statewide agencies and nonprofits, and training and professional development.

The Chief manages division staff while working closely with Division Chiefs, District Superintendents, and leaders of external groups to ensure proper natural resource management within the State Park System. Among the duties performed by the Chief are the following:

Leadership 33%

1. Field Connections: Continuously work to improve communication with District Superintendents, natural resource specialists, and field division chiefs, in order to maximize use of available funding, improve natural resource interpretation, utilization of academic research, appropriate policy interpretation, and recognition of system-wide priorities.
2. Training: While coordinating the Mott Training Center, ensure effective training for resource specialists, non-resource specialists; prescribe fire team, and new superintendents.
3. External Commitments: Represent Department on priority external natural resource groups/partnerships, including Executive Committee of California Biodiversity Council. Ensure Department's natural resource management program receives statewide exposure while benefiting from relevant external opportunities. Ensure leadership presence on significant Southern California and coastal California natural resource related partnerships. Research planning and collaborations include UC, UCNRS, CSU, USGS, and NPS.

4. Staff Development: Instill within the Division the primary principles and essence of park management and the significant supportive role of natural resource management and staff.
5. Interpretation: Provide natural resource management information in connection with the interpretation and educational programs of the Department. Assist Interpretation and Education Division in establishing relevant interpretation priorities for natural resources.

Management 33%

6. Division Management: Plan, organize, implement, direct and evaluate the activities of the Division, including the oversight of work assignments and commitments, budgetary functions, personnel, training and property management to ensure operations are consistent with the Department and natural resource management missions and objectives. Establish and monitor one year and five year divisional plans.
7. Natural Resource Program Evaluation – Field: Provide periodic natural resource management program review in districts, sharing results with districts, field division chiefs, and Deputy Director of Park Operations.
8. Funding – Natural Resource Programs: Ensure funding programs for ongoing maintenance, stewardship projects, monitoring, and prescribed fire, are effective, efficient, and reflect system-wide natural resource management priorities.
9. Data Management: Oversee improvement of natural resource data collection, dissemination, and analysis.
10. Division Administration: Oversee effective and appropriate implementation of the division's administrative responsibilities, including personnel, budgeting, accounting, and equipment management.
11. Technical Assistance to Field: Provide field with technical natural resource management assistance as workload permits.

Statewide Planning and Establishing Priorities 34%

12. State Park System Priorities: Ensure system-wide priorities are in place and regularly updated as they relate in part to acquisition, ongoing maintenance, restoration, inventorying/monitoring and research. Priorities that need periodic review include representative/outstanding parks, key watersheds, geologic features and processes, representative vegetation, invasive species monitoring and parkland linkages.
13. Natural Resource Management and DOM: Maintain current natural resource management policies and guidelines through Chapter 0300 of DOM and the Natural Resource Handbook. Review unit general plans and their adaptation of natural resource policies and priorities.
14. Environmental Compliance: Ensure periodic evaluation of the effectiveness of the Department's environmental compliance program, including CEQA implementation, regularly update chapter 0600 of DOM and provide appropriate staff with CEQA changes and revised implementation.
15. Departmental Assistance: Provide ecological and physical science technical information and recommendations for State Park System planning, acquisition, and development programs. Represents the natural resource and biological diversity mission of the Department on the Park Planning and Policy Committee, the Department Acquisition Review Team, and Park Operations Policy Group.

16. Director's Office: In concert with the Deputy Director of Park Operations provide counsel and advice to the Director and the executive staff on issues relating to park management of natural resources in the field and headquarters.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal

Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA , Division Chief, Natural Resources Division , with the PARKS AND RECREATION, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application, screening process and Statement of Qualifications evaluation by a departmental evaluation committee. The committee will screen the applications on the basis of background and managerial potential. Hiring interviews may be conducted with only the most qualified candidates. Applications submitted without a Statement of Qualifications will be rejected from this examination.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and not exceed three pages in length with a font no smaller than 10 pitch.

- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

PARKS AND RECREATION, DEPARTMENT OF, Examination Unit
1416 9th Street, Room 1018, Sacramento, CA 95814
Linda Stott | (916) 653-6644 | lstot@parks.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The PARKS AND RECREATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>